



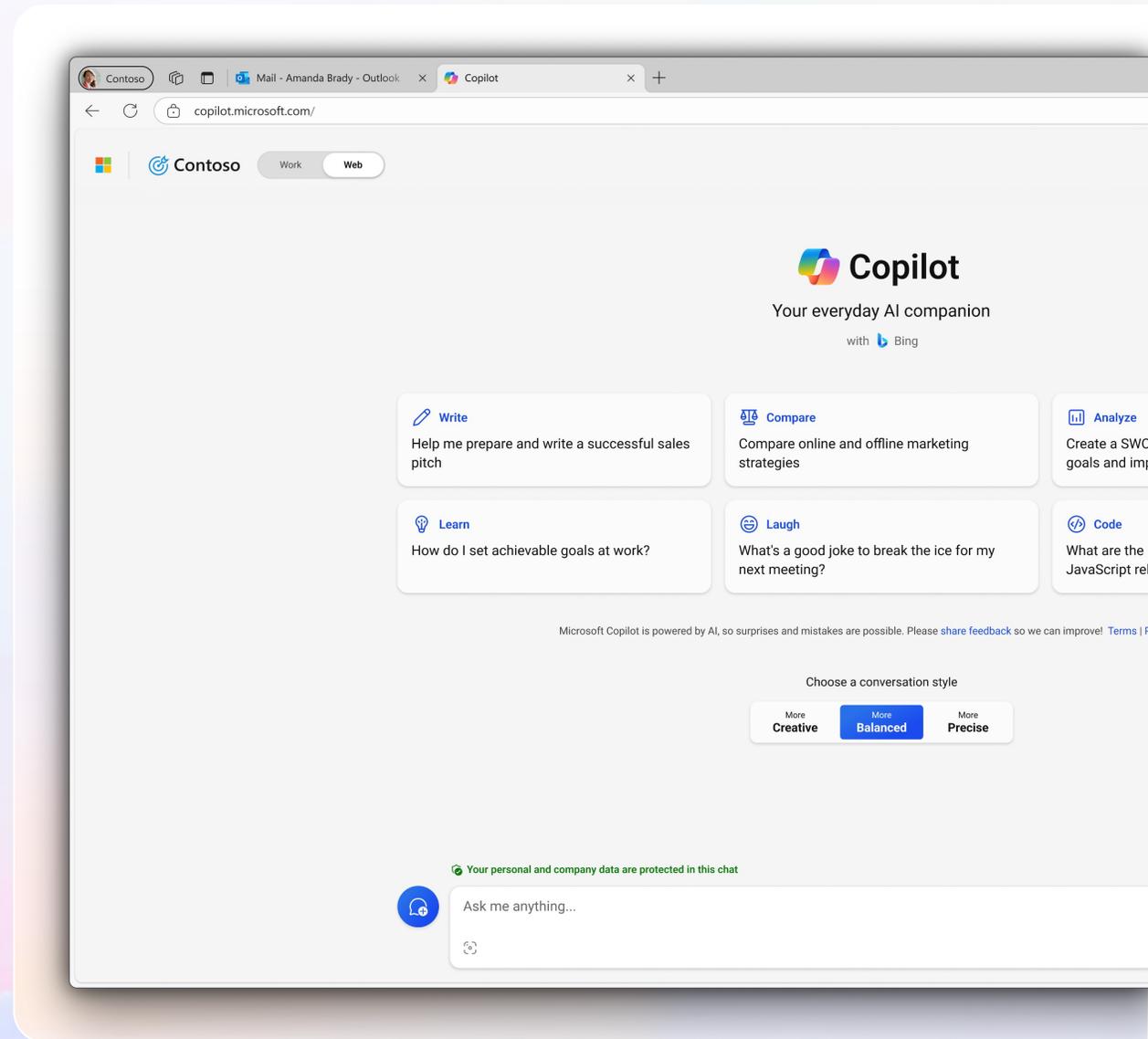
Getting Started with Copilot

Protected AI-powered web chat at Penn State

As of: January 2024

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Copilot homepage



Copilot

(formerly Bing Chat Enterprise)

Protected AI-powered web chat at Penn State
(currently for 18 and above only)

Be safe with AI-powered chat



Copilot

Copilot (formerly Bing Chat Enterprise)

With the power of GPT-4, an advanced AI model, Copilot enables you to:

- Quickly summarize long PDFs and articles
- Effortlessly craft professional and customer-ready content
- Create stunning images for social media, articles, emails, and more

Using non-approved AI web services can expose University data to the public. So use Copilot for AI chat to help keep data safe with built-in commercial data protection from Microsoft.

We'll help you learn how to use AI smartly and safely. Let's get started!

Copilot – a new way to search

Get answers, not links

We're used to searching the internet with keywords and getting pages of links. Now, we can chat in **conversational language** to get detailed, customized answers from the internet:

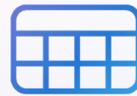
We can ask for:



Summaries



Analyses



Tables



Content



Images

We can get answers that connect the dots across data points. We can get new answers that haven't been written before. This is why AI chat is often referred to as "generative AI"—it produces answers instead of links.

Chat is the new way to "internet." **Simply put, AI-powered chat gives you custom answers.**

Why Copilot?

It's powerful and protective

Powerful AI models



Copilot uses GPT-4 for text and DALL-E 3 for images, the advanced AI models

Transparent about sources



Copilot cites the data sources behind its answers

No knowledge cutoff



Copilot provides up-to-date answers. Answers are not limited by the date of the AI model

Commercial data protection

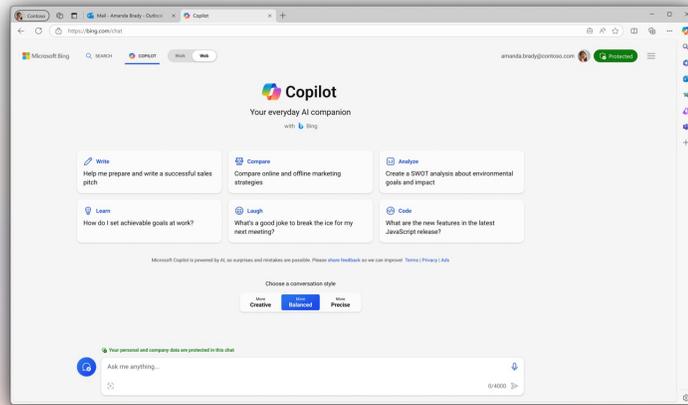


Copilot doesn't save prompts or answers, nor use them to train the AI model

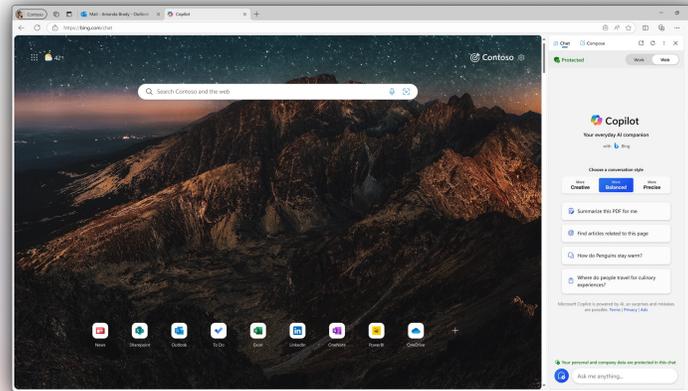
Access Copilot in five places

Note: Copilot in Windows may not be available on your PC yet

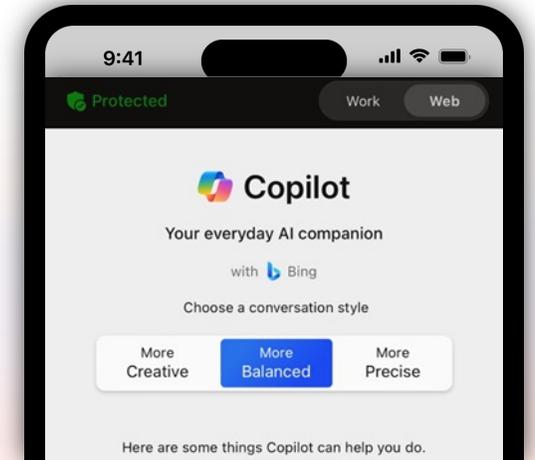
Bing.com/chat



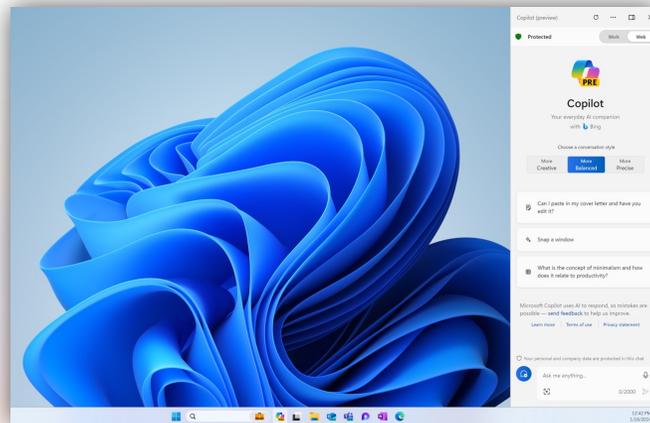
Microsoft Edge sidebar



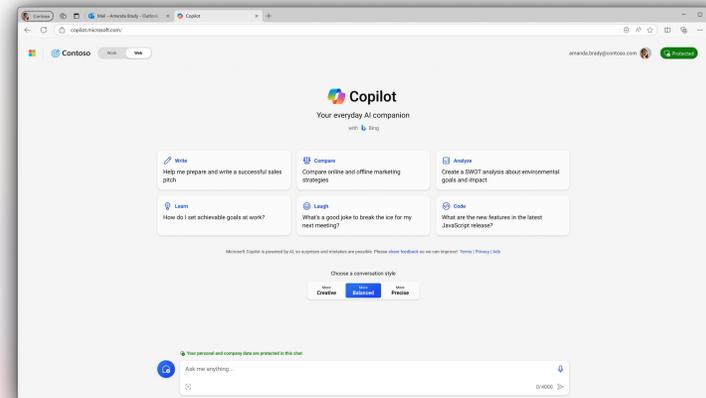
Microsoft Edge app on mobile



Windows



Copilot.Microsoft.com



Copilot available on major browsers

You can go to [Bing.com/chat](https://bing.com/chat) on Microsoft Edge and other major browsers on PCs. With Microsoft Edge, Copilot can make your workday even easier. Just select the Copilot icon  in the top right corner of the Edge browser. Now Copilot is at your fingertips!

Copilot Capabilities	Google Chrome	Microsoft Edge
AI-powered web search, answers & content generation	✓	✓
Commercial data protection with Copilot	✓	✓
Built-in Compose template to create content easily		✓
Web page or PDF summarization		✓
Automatic tab grouping		✓
Light and dark mode switching without opening settings		✓

Try the last three actions in Copilot in Edge. (Ex. "Summarize this PDF," "Group my tabs," or "Switch to dark mode.")

Protect our data – Use Copilot for your AI Chat

Copilot is our AI chat because it keeps our data safe

Copilot protects in this way:

Work account



Bing treats your content appropriately through Copilot. Data Loss Prevention protections are respected by Copilot when using the Microsoft Edge browser

No human eyes



After signing in, data is encrypted and is not seen by humans

Discarded



Prompts and answers are discarded at the end of a session. Data is not used to train AI models



Get started with Copilot

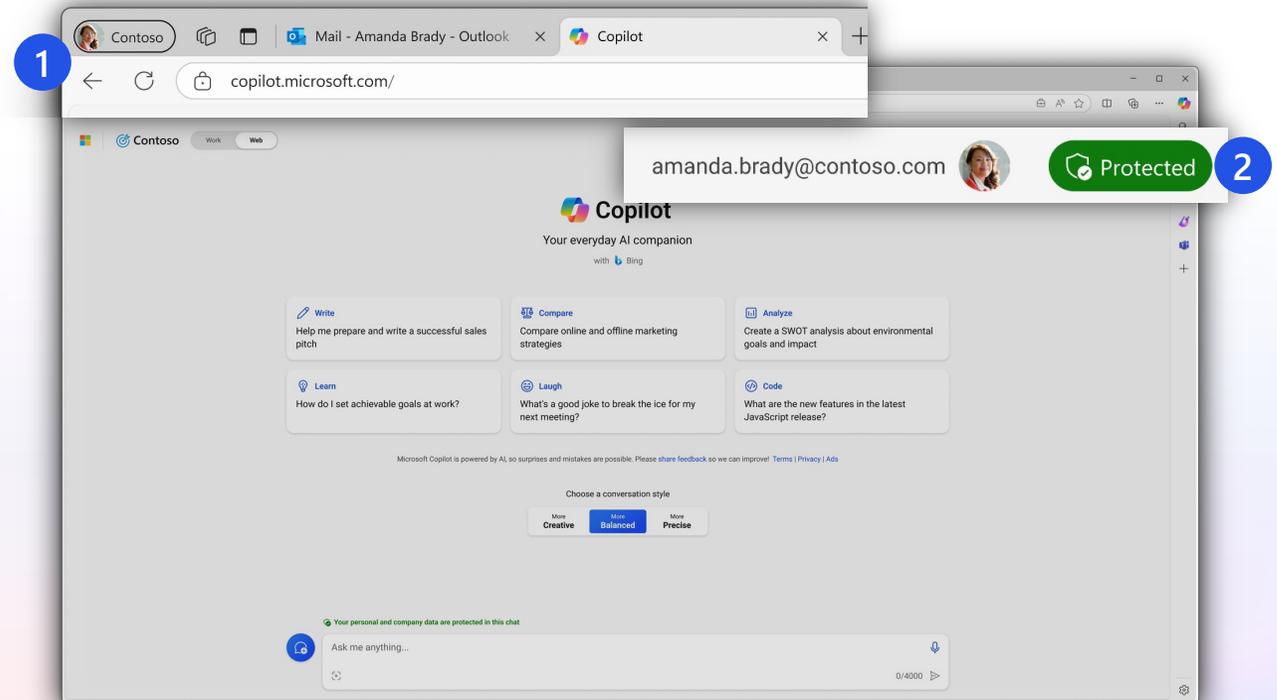
Step one: Sign in with your work account

1 Navigate to [Copilot.microsoft.com](https://copilot.microsoft.com) on your preferred browser on your device. Copilot is compatible with Microsoft Edge and Chrome on desktop PCs.

2 Ensure you're signed in with your work account.

You will know you are successfully signed in with your work account when you see  tag next to your credentials in the top right corner of your screen.

 If you are not signed in with your work account, your data is not protected while using AI chat.



Get to know Copilot

Start at

[Copilot.microsoft.com](https://copilot.microsoft.com)

Here is a visual tour of Copilot:

Additional "Protected" cue

The word "Protected" indicates that you are using Copilot with commercial data protection.

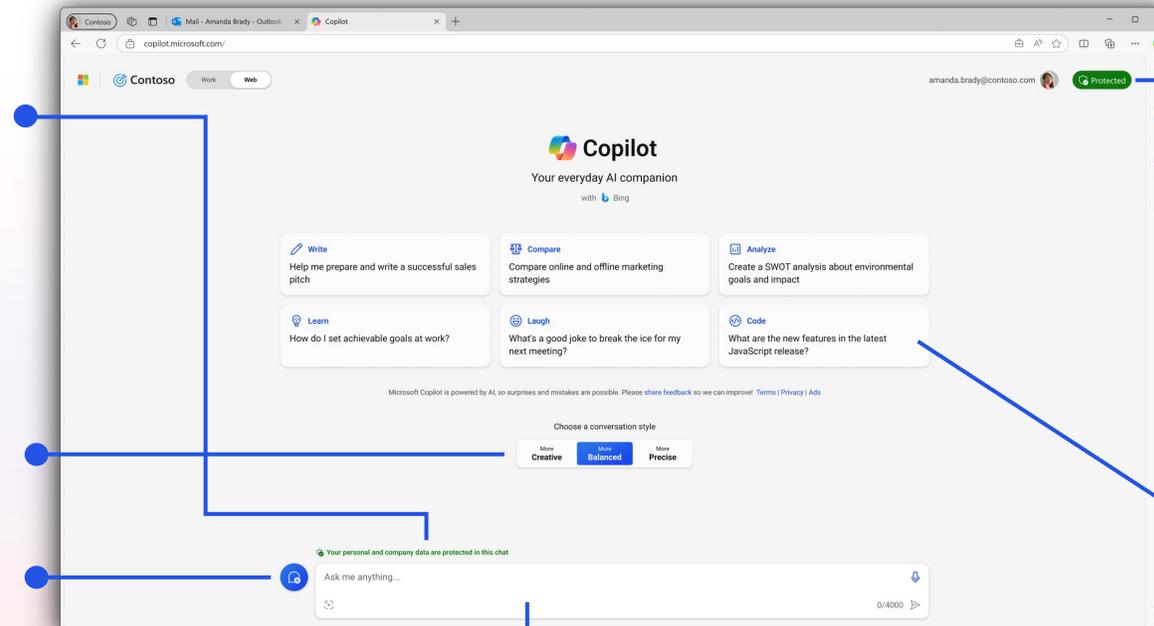
Conversation styles

For the most comprehensive answers, use Creative style with the power of GPT-4.

For faster answers, try Balanced or Precise.

Start a new chat button

Clear your past chat and start a new conversation.



Protected badge

Ensure you're signed in with your work account and confirm that you're  Protected. If the green tag is missing, sign in with your work account.

Suggested prompts

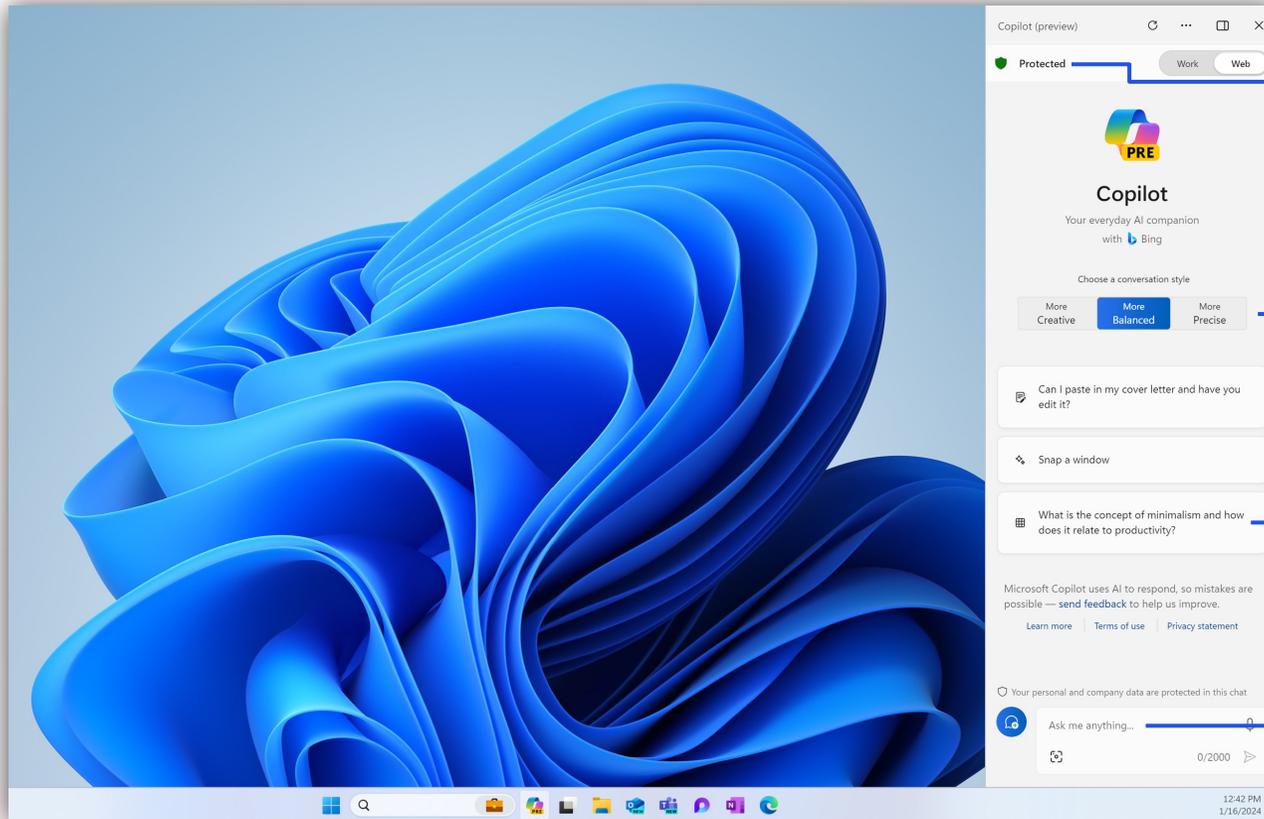
If you're not sure what to ask, try or modify a sample prompt!

Text box

Enter your question (your "prompt") here.

Get to know Copilot in Windows

With Copilot in Windows, answers are always within reach



Use the Windows taskbar to access Copilot

Select the Copilot icon

Protected badge

Check that you're protected. If you don't find this badge, ensure you're signed in with your work account.

Conversation styles

For comprehensive answers, use **Creative** style with the power of GPT-4. For speed, try **Balanced** or **Precise**.

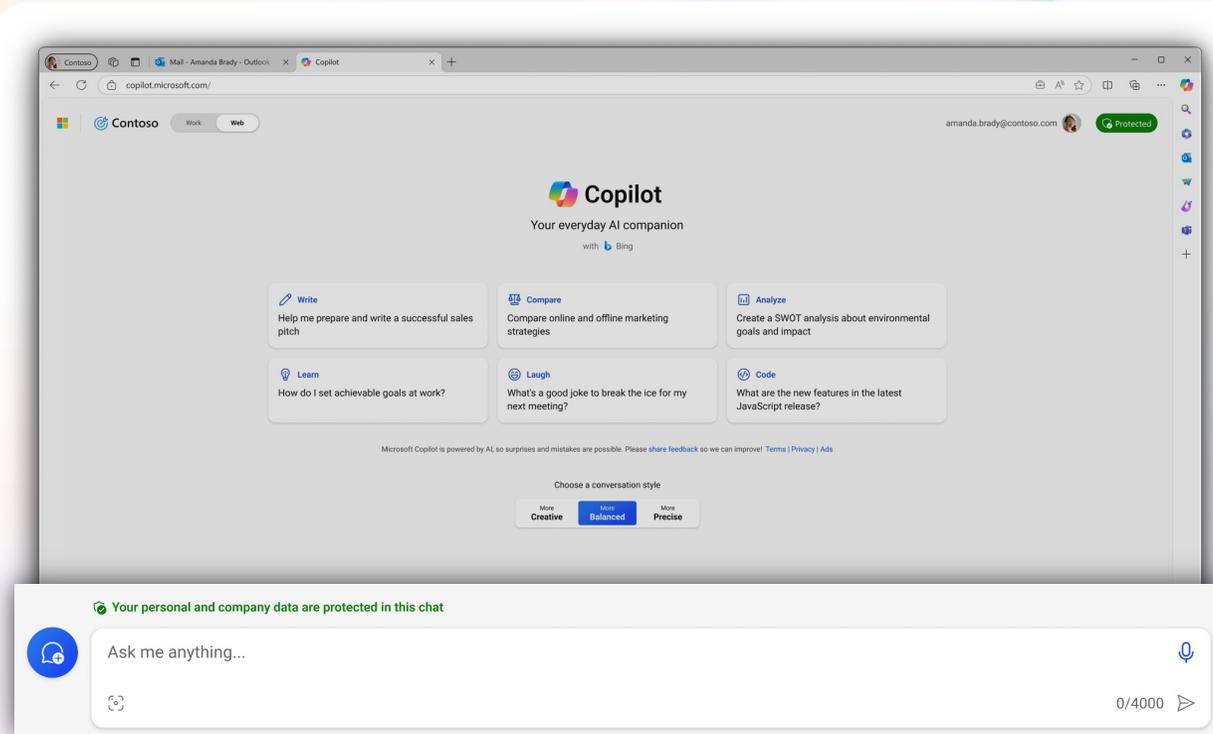
Suggested prompts

If you're not sure what to ask, try or modify a sample prompt!

Text box

Enter your question (your "prompt") here. You can also use Copilot to change Windows settings and more. Ex. "Turn on do not disturb"

What is a “prompt?”



Get started by entering your question in the text box

A **prompt** is the question or instruction you enter in the text box. This is what Copilot will respond to.

Use natural language. Don't feel like you need to break your idea or question down into keywords.

Classic search is about keywords to get a list of sources. **Chat is about using detailed questions or statements to generate a custom response for you.**

Enter your first prompt in the text box at the bottom of your screen.

What makes an effective prompt?



Effective

- ✓ **Specific and detailed**
- ✓ In full sentences, with instructions
- ✓ States the tone, purpose, preferred format, etc.

Example: *Recap the findings of the article I've copied below and include the top 3 concerns. Provide the answer in two to three paragraphs and use a business tone.*



Less Effective

- × **Vague**
- × Just a few words
- × No context on preferred output

Example: *Recap article.*

The recap may be more vague than desired, or in a format that you were not seeking.

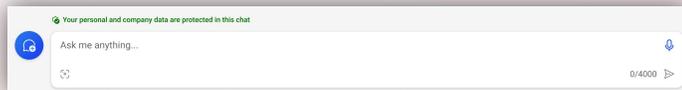
But there are no 'wrong' prompts because **natural, conversational language is welcome.**
Experiment away!

How to chat in 3 steps



1. Enter your prompt

Enter your detailed prompt in the text box at the bottom. The box expands as you go, so you can write in sentences and paste in lots of content from a webpage, PDF, or document.



2. Check sources

Copilot is transparent about the sources of its information. See these sources listed underneath the answer. Vet these sources and validate your answers.

Learn more 1 microsoft.com 2 contoso.com



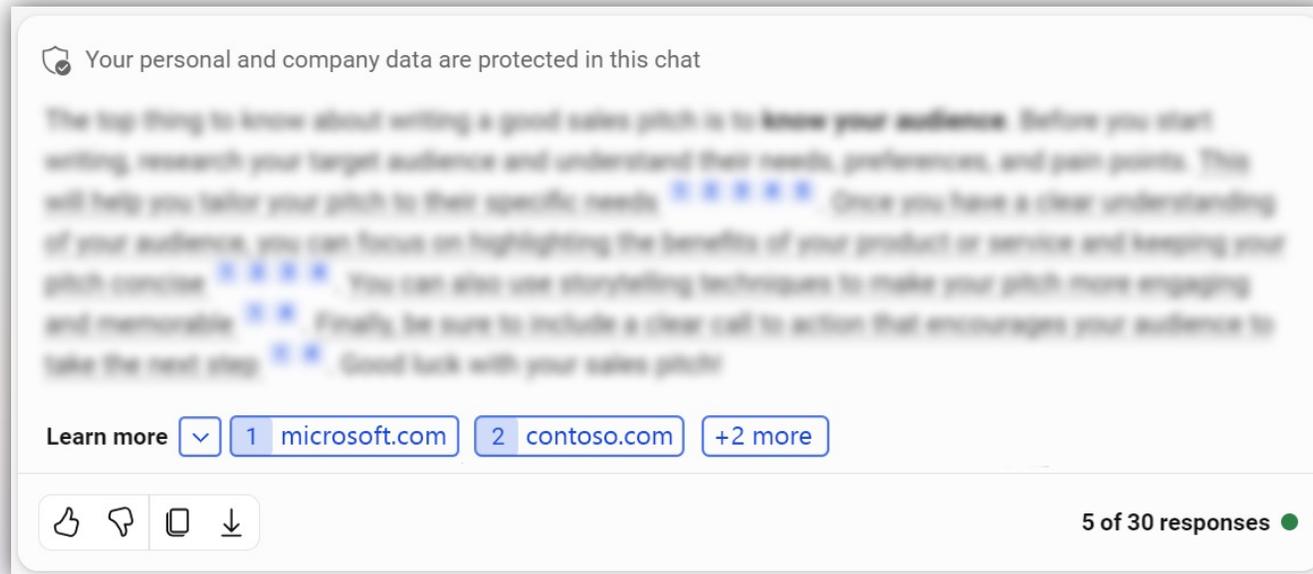
3. Continue the conversation

You can ask follow-up questions as you would in a conversation. You can refine the answer too.

For example, try "Write a shorter answer" or "Give me more detail." You can also select suggested prompts.

What are some common mistakes to avoid in a sales pitch?

Check your sources



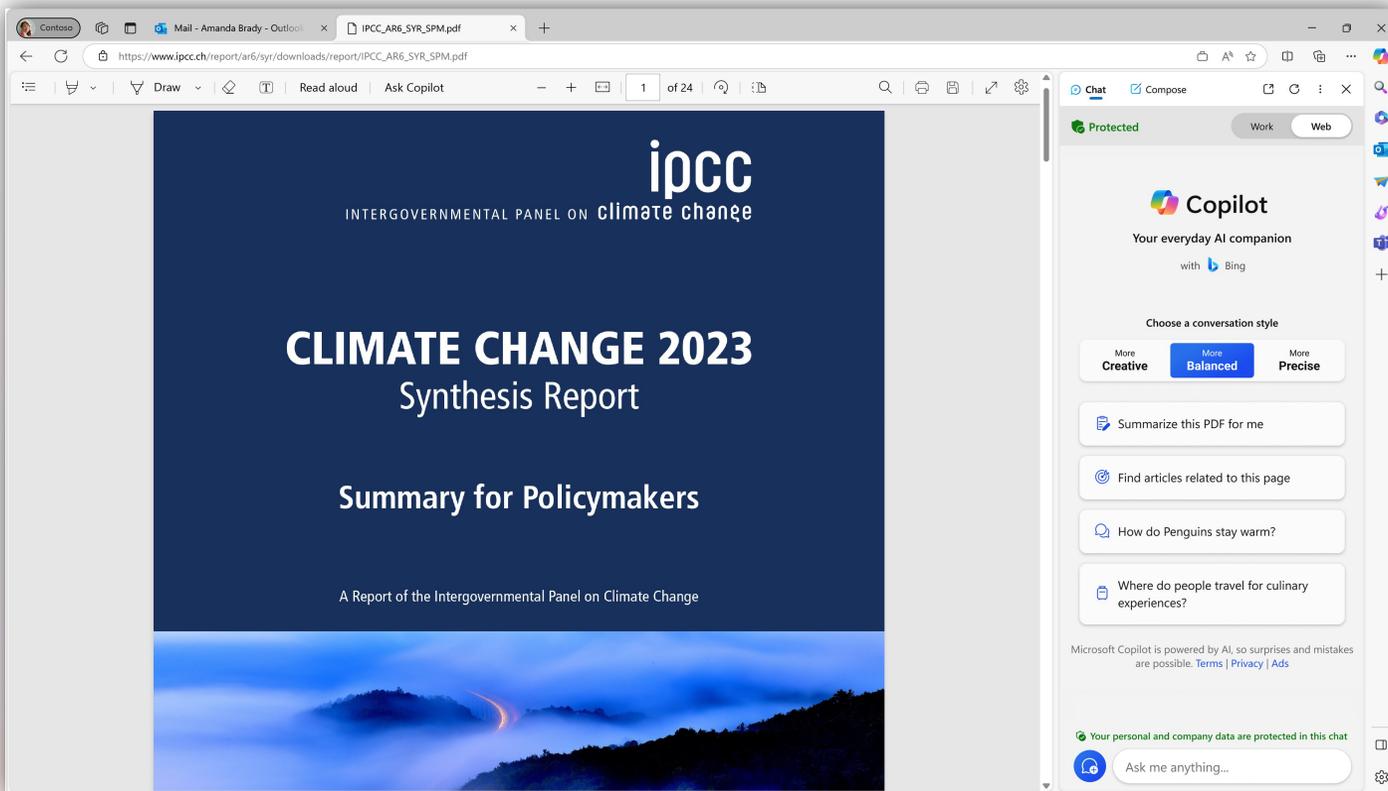
The screenshot shows a chat interface with a security notice at the top: "Your personal and company data are protected in this chat". Below this is a blurred text response. Underneath the response, there is a "Learn more" dropdown menu followed by three source buttons: "1 microsoft.com", "2 contoso.com", and "+2 more". At the bottom of the chat window, there are icons for thumbs up, thumbs down, a document, and a download arrow, along with the text "5 of 30 responses" and a green dot.

• Sources are shown below the answer

Copilot aims to base its responses on reliable sources, but AI can make mistakes, and third-party content on the internet may not always be accurate or reliable. Copilot will sometimes misrepresent the information it finds.

This is why Copilot is transparent and shows the sources of information behind its answers. Always check the sources before making decisions or taking actions based on the responses. Copilot does not replace human judgment.

Save your output—Copilot has a short-term memory



To keep your data private, Copilot **does NOT save chat history.**

You will lose the chat if you:

- Select the “new topic” button
- Close the browser window
- Leave the chat open for hours

Copilot will also forget any PDFs or webpages that you open in the Edge browser.

Please save your chat content as needed

Note: Your answers may vary from session to session.



**Get the most out of
Copilot**

When to chat



When your day looks like this...

Try this

You searched and found some great articles, and you want to quickly make sense of them



"Summarize this content..."

You collected ideas from different web pages and you're ready to write them up as an email or report



"Write an email based on these bullet points..."

You can't find stock images that match your presentation, or your document has no images



"Create an image like this..."

You pulled up blog posts and videos to learn something new, but you learn best by asking questions



"Explain this..." Or "How come..."

You've got multiple articles with different perspectives on a topic, so you still can't make a decision



"Compare this option and another option in a table" or "Give me the pros and cons of..."

Let's start with a sample prompt

Looking for more ideas when it comes to creating prompts?

Check out these **sample prompts** on the right side of the Copilot.microsoft.com to help you explore deeper!

Use Copilot to help you create and review analyses, write original content, compare strategies, or even plan a business trip.

 Write Help me prepare and write a successful sales pitch	 Compare Compare online and offline marketing strategies	 Analyze Create a SWOT analysis about environmental goals and impact
 Learn How do I set achievable goals at work?	 Laugh What's a good joke to break the ice for my next meeting?	 Code What are the new features in the latest JavaScript release?

You can find sample prompts at [Copilot.Microsoft.com](https://copilot.microsoft.com)

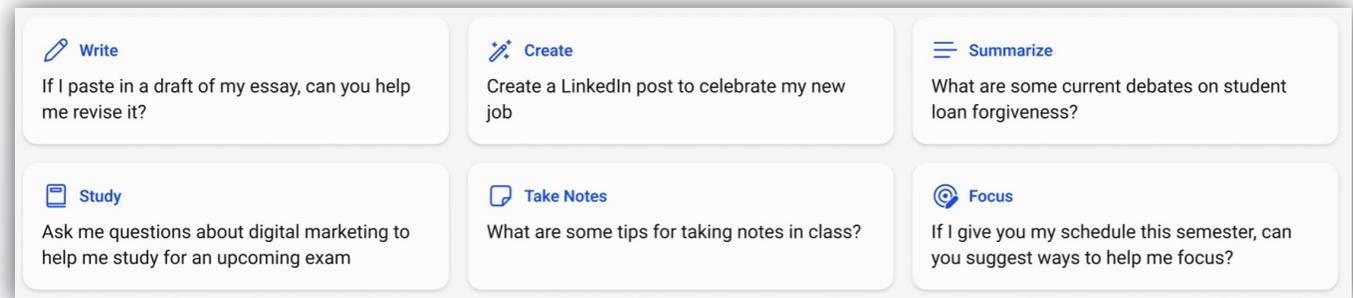
Let's start with a sample prompt

Education Slide

Looking for more ideas when it comes to creating prompts?

Check out these **sample prompts** on the right side of the [Copilot.microsoft.com](https://copilot.microsoft.com) page to help you explore deeper!

Use Copilot to help you create and review analyses, write original content, compare strategies, or even plan a business trip.



 Write If I paste in a draft of my essay, can you help me revise it?	 Create Create a LinkedIn post to celebrate my new job	 Summarize What are some current debates on student loan forgiveness?
 Study Ask me questions about digital marketing to help me study for an upcoming exam	 Take Notes What are some tips for taking notes in class?	 Focus If I give you my schedule this semester, can you suggest ways to help me focus?

You can find sample prompts at [Copilot.Microsoft.com](https://copilot.microsoft.com)

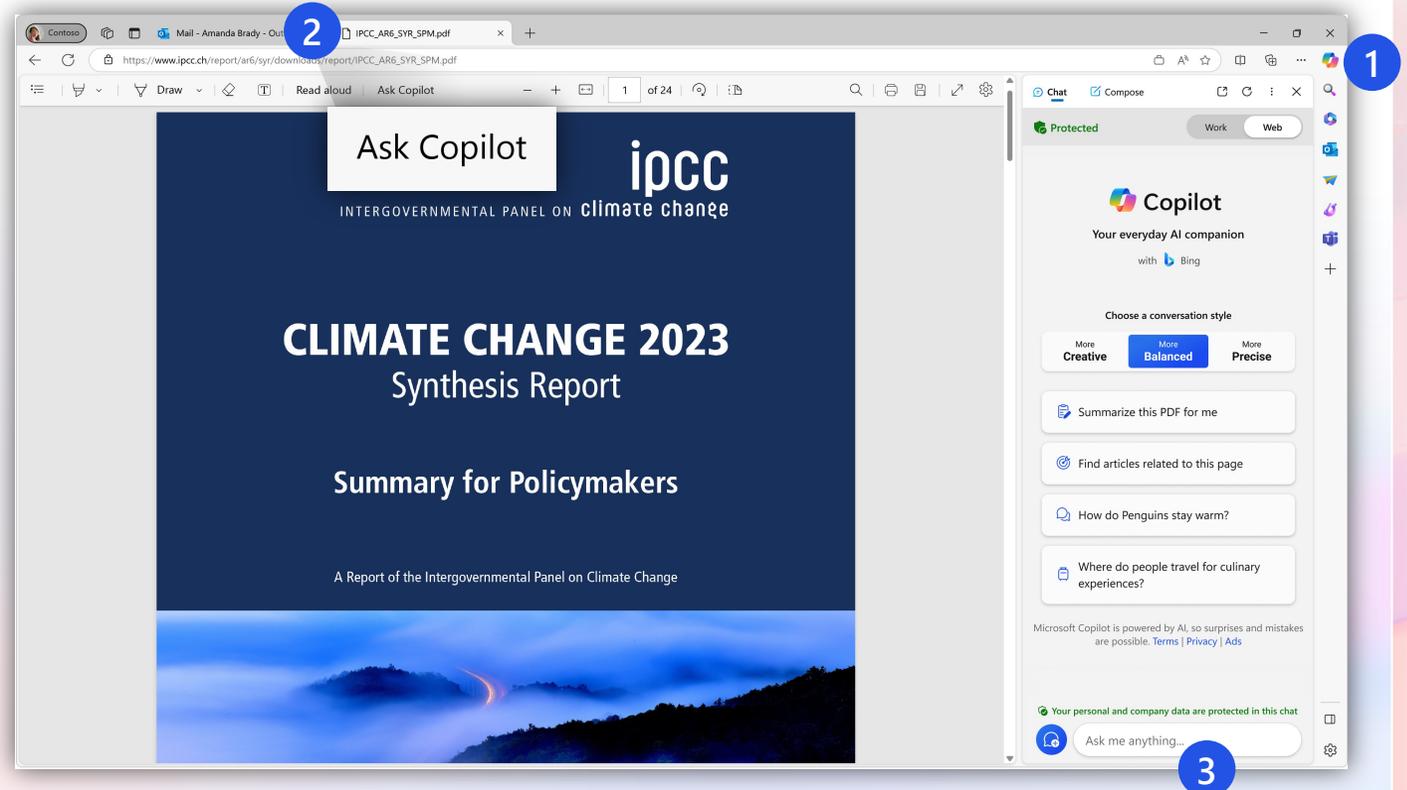
Try summarizing a web page, PDF, or document

Only available in Microsoft Edge

Open a PDF in the Microsoft Edge browser, then:

- 1 At the top right, select the Copilot icon
- OR
- 2 Select the “Ask Copilot” button in the taskbar above the PDF
 - 3 The Edge sidebar will appear on the right. Enter the prompt: *Summarize this report in 3 bullet points*

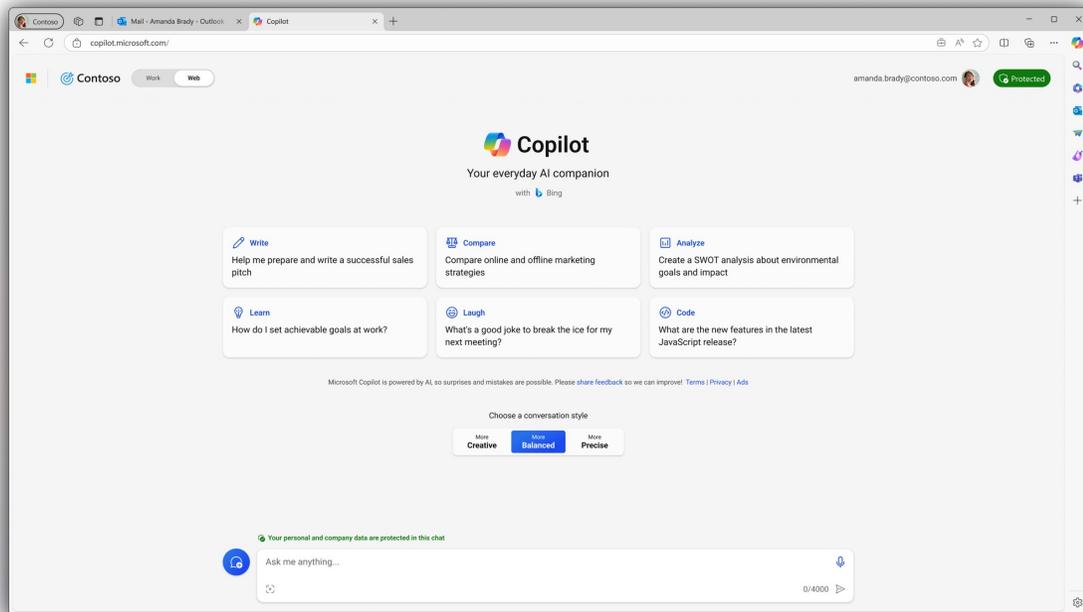
You can ask questions about the open tab—which is much easier than copy and pasting a web page or PDF into the text box!



Note: Select the Copilot icon to open or close the Edge sidebar.

If Edge sidebar doesn't work for you, please see sidebar settings guidance in the “Additional Resources” section of this guide.

Try writing an email based on web content



Copilot.microsoft.com

Copilot can help you get a jumpstart on finding information, analyzing data, and creating new content.

Let's try summarizing some content:

1. Enter this phrase, *"Summarize this content in 3 bullet points:"* into the text box
2. Select any company content that's at least a few paragraphs long like a blog post, section of a report or document, etc.
3. Copy and paste that content into the text box at the bottom. This is now part of your prompt
4. Next, try creating some content based on Step 1. Enter in the text box, *"Create an email that explains the content I provided as a casual email to a colleague"*

Note: Make sure you are signed in with your work account. Verify that you are in the protected Copilot experience before you start.

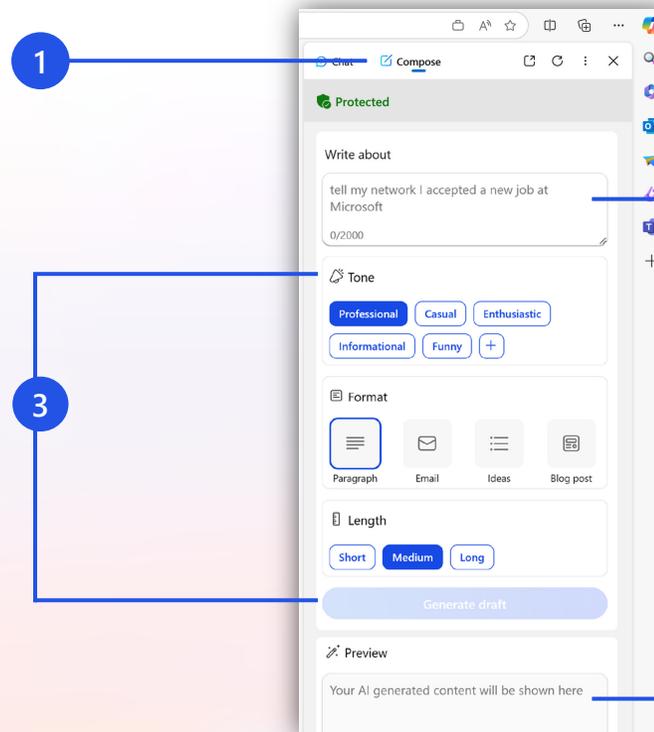
Try the Compose template to create professional and customer-ready content

Only available in Microsoft Edge

Open the Microsoft Edge sidebar by selecting the Bing icon in the top right corner of the browser

Select **“Compose”** at the top of the Edge sidebar

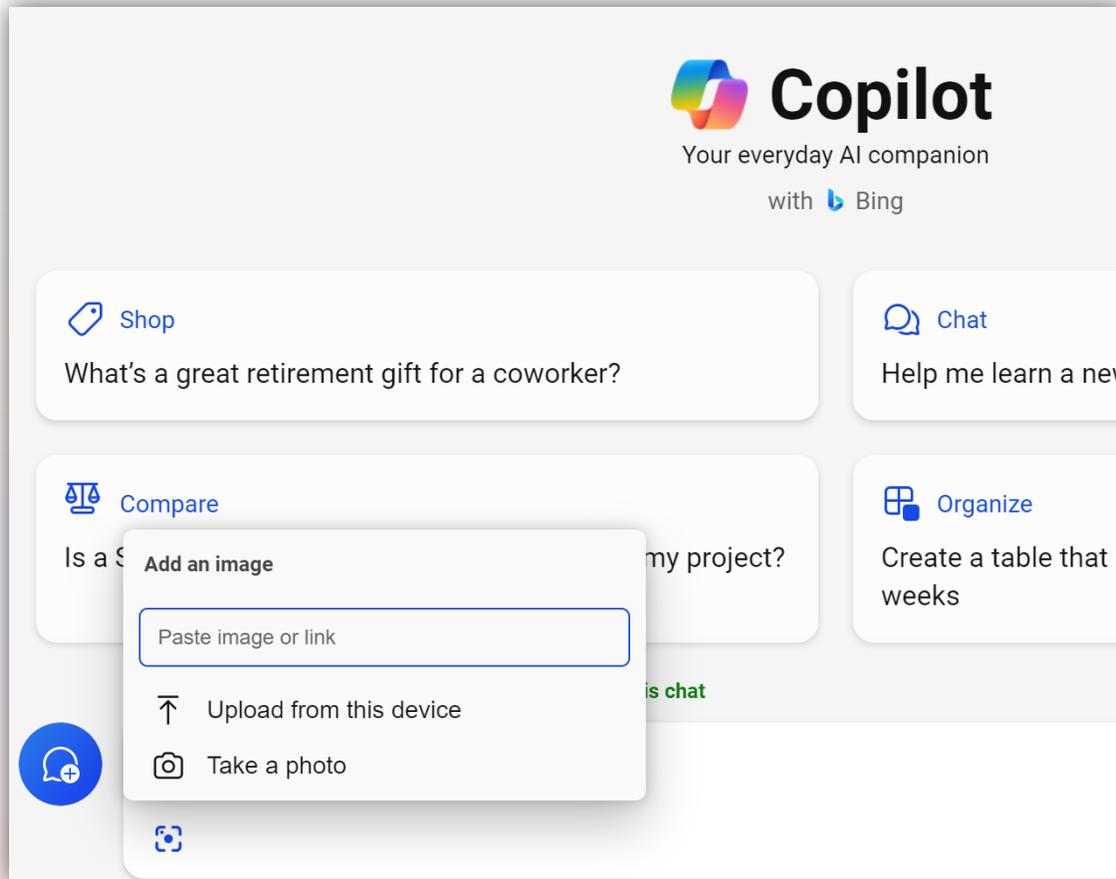
Select the tone of the wording (professional, casual, etc.), format, and preferred length (short, medium, long, etc.)



Enter your prompt in the text box.
Example: *Write a cold call email to offer a 15-minute product demo. Explain that the product is faster and cheaper than what they're using now*

Once you see a preview of your answer in the lower box, refine the content with the suggestions provided. When you're ready, Select **“Add to site”** to paste the content into the open web page or document on the left side of browser

Try a visual search when words are not enough



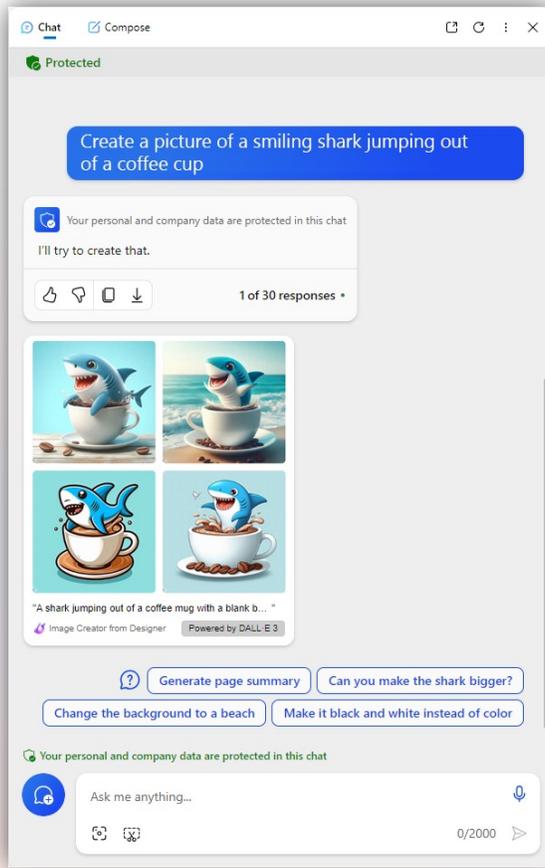
With visual search in Copilot, you can take a picture or use a picture in a prompt. Copilot can answer questions using the picture.

Try using visual search to:

- Take a picture of a chart you drew on a whiteboard and ask Copilot to write a few sentences analyzing the data in the chart.
- Take a picture of a travel adapter to see if it'll work in the country you plan to visit.
- Snap an image of a product and ask visual search to find the instruction manual for it.

Try creating an image from your imagination

Generate original images to use in social media, presentations, reports, and more! To create an image:



"Create an image of a shark jumping out of a coffee mug"

1. In the text box, write "Create an image" followed by a description of the image you wish to create

Examples:

Create an image for my slide deck explaining cloud storage that I will present to a customer

Create an image that I can use for my next marketing campaign for a clean beauty brand

2. Request additional edits as desired

Examples:

Add some icons to the image

Can you create the images in a cartoon style?

Change the dimensions

Workday efficiencies with Copilot

Copilot is the new way to search...and more

Summarize a
long PDF



Turn a 20-page, jargon-filled PDF into 5 bullets using Copilot in Edge

Draft emails and
social content



Use Copilot as your professional writer on call to draft emails, captions, and more

Generate
images



Leave behind stock images and text-only reports in favor of custom-generated images for emails, on social, and more

Learn new
skills



Ask questions tailored to your needs and interests to get consolidated key points from the internet for you

Get answers for
specific and complex
questions



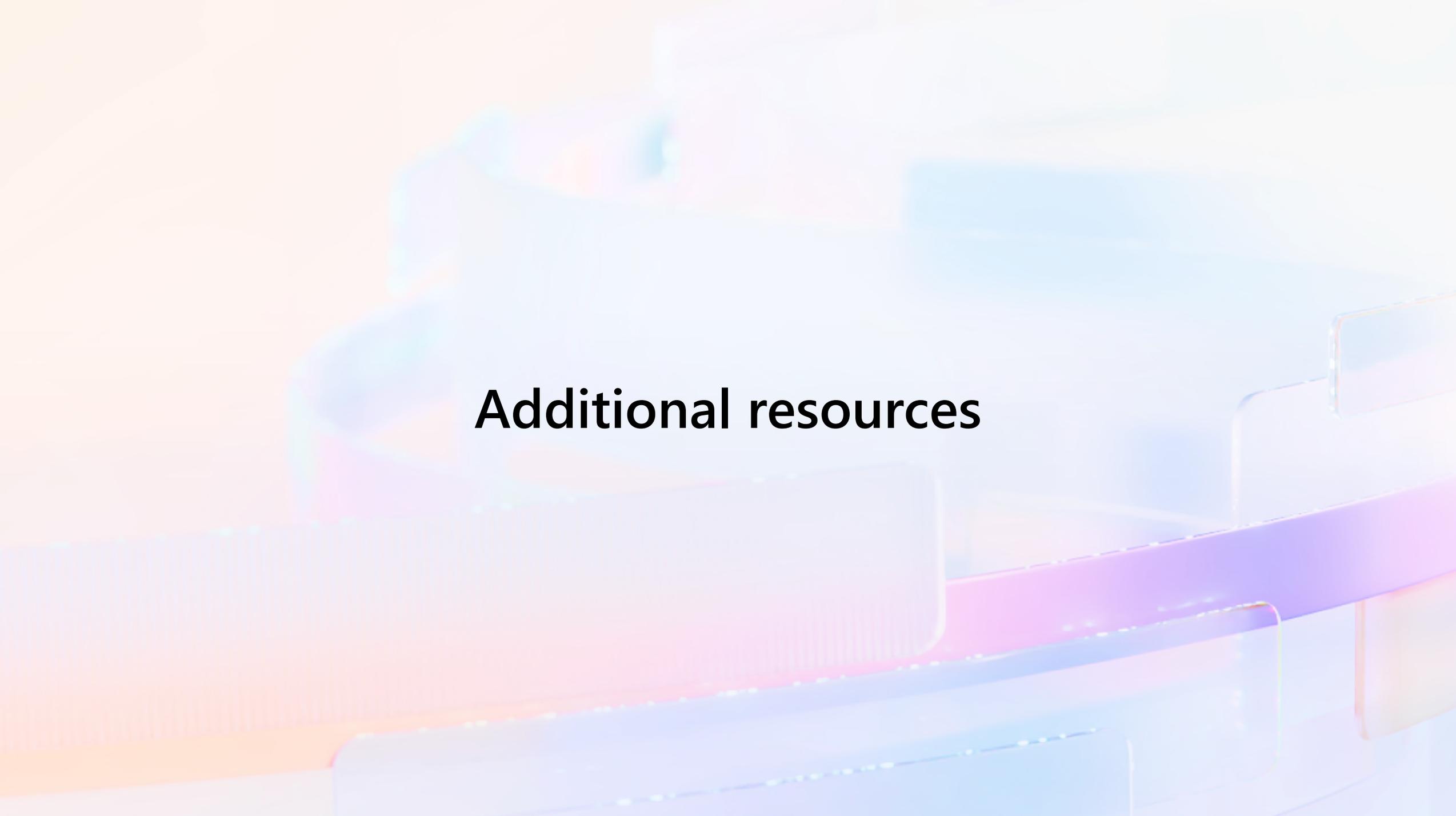
Elegantly handle questions that require multiple data points or a degree of analysis



Copilot

Congratulations!

We want you to grow your skills in AI. We encourage you to keep exploring AI and unleash your creativity with Copilot!



Additional resources

FAQ

What do you mean by “generative AI?”

Generative AI is AI that can generate new content—like text, images, etc.—on its own. Copilot is a generative tool: you can prompt it with something, and it will generate a response based on its underlying AI models and the web.

Why is commercial data protection important when using generative AI at work?

Company data and intellectual property are crucial to our competitive advantage. The problem with using generative AI without commercial data protection is that prompts or content you generate can be exposed to the public, as part of another answer. That’s where generative AI with commercial data protection comes in: what you put in and get out is not used to train the underlying AI model so company data stays safe.

Can I trust the answers generated when using AI?

Copilot aims to base all its responses on reliable sources, but AI can make mistakes, and third-party content on the internet may not always be accurate or reliable. Copilot will sometimes misrepresent the information it finds. This is why Copilot is transparent and shows the sources of information behind its answers. Always check the sources before making decisions or taking actions based on Copilot’s responses. Copilot does not replace human judgment.

FAQ Continued

How do I know I'm using the "right" Copilot with commercial data protection?

You'll know you're using Copilot with commercial data protection based on various visual signals:

-  Protected will appear next to your profile icon.
- "Your personal and company data are protected in this chat" will appear above the chat box.

Can Penn State or Microsoft see my chat prompts or responses?

Your prompts and responses are de-identified and not retained when using Copilot. Because of this, the University cannot see them and are not provided with any auditing or logging tools as part of Copilot.

What can the AI see when I use it? My files? My browser history?

Copilot is an AI-powered web chat, meaning its responses are based only on what you input as the prompt and what the AI can pull from the web. It is not able to see or use company or device data when crafting a response. If you use Copilot in the Microsoft Edge sidebar, it can use the context of the webpage you have open, but you can always turn this off. It will not see or use other browser data like browser history.

FAQ Continued

Are there limits for how much I can use the AI?

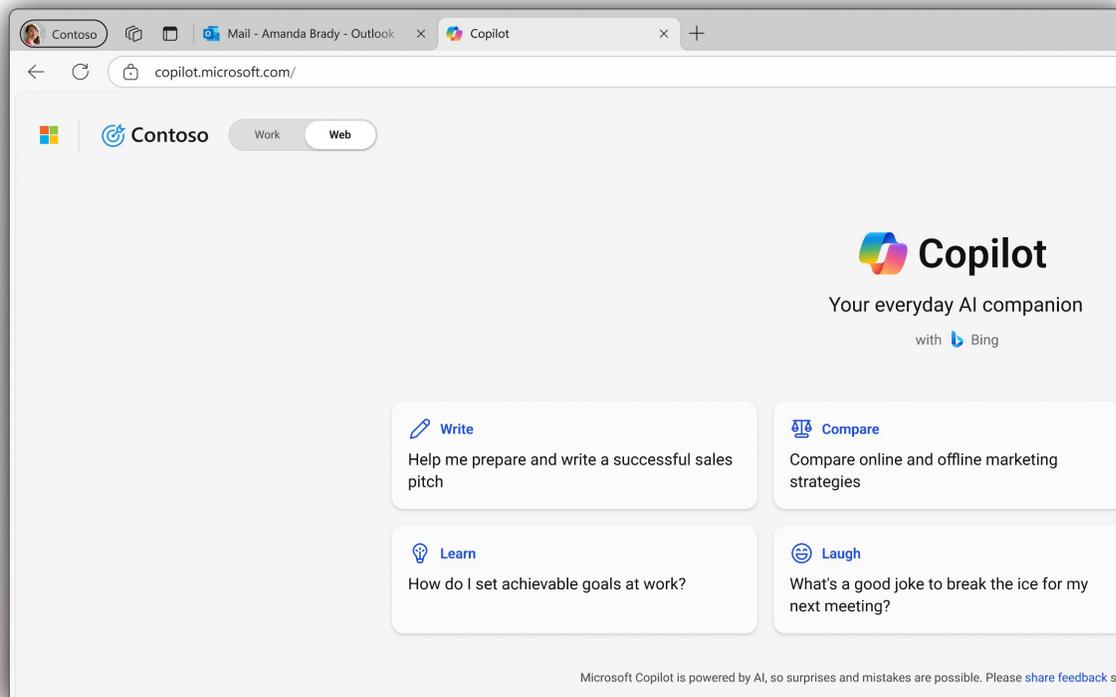
As with other AI tools, there are limits to how many turns (prompts and responses) you can do per chat conversation and per day. If you reach those limits, you will be notified within the experience.

Copilot can read information from the website I'm on when I use it from the Microsoft Edge sidebar. Can I turn this off?

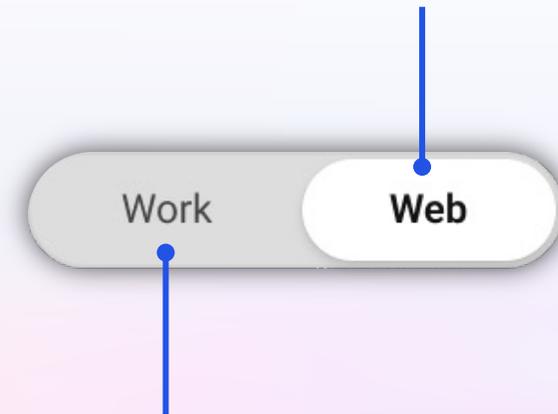
Yes, go to <edge://settings/sidebar> and select **"Copilot"** under **App and notification settings**. From the Copilot settings page, turn off the **"Allow access to any website or PDF"** toggle.

What is this switch?

You may be seeing this switch  in the top left corner of your screen. If you can, your company has provided you with access to more AI capabilities! Switch between the experiences, depending on what you want to accomplish in your workday.



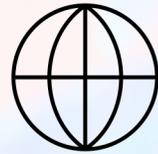
*Use Copilot to get answers from
current web data
(e.g. latest news, announcements)*



*Use Copilot for Microsoft 365 to get answers from
your internal work data
(e.g. your emails, meetings, files)*

Get all the answers you need with Copilot and Copilot for Microsoft 365

Get the best of both worlds: answers from the web and your work



Copilot

Answers from current web data

Catch up on the latest industry news

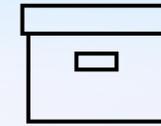
Ex. "Tell me about top headlines in <industry type> in the last two weeks."

Compare products on the market

Ex. "Create a table comparing product A and product B..."

Make sense of emerging trends

Ex. "How come interest rates changed <in this way>? Explain how this is different from the Fed's last announcement."



Copilot for Microsoft 365...

Answers from your internal work data

Draft post-meeting notes

Ex. "Draft an email with notes and action items from [insert meeting]"

Summarize messages from a busy week

Ex. "Summarize Teams messages from this week about..."

Catch up on updates and tasks from a certain person

Ex. "What's the latest from <colleague name>, organized by emails, chats, and files?"

Get all the answers you need with Copilot and Copilot for Microsoft 365

Get the best of both worlds: answers from the web and your work



Copilot

Answers from current web data

Catch up on the latest industry news

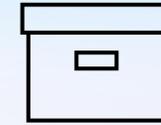
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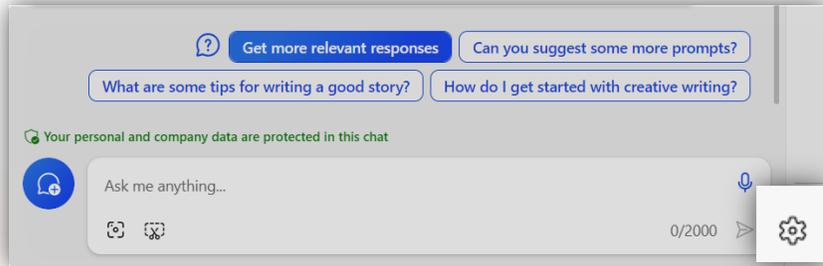
Ex. "What's the latest from <colleague name>, organized by emails, chats, and files?"

Education Slide

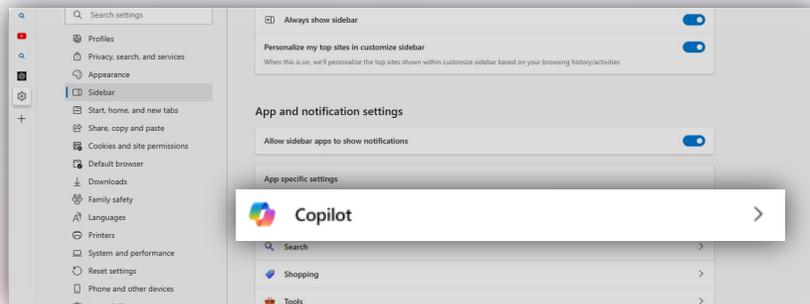
If Edge sidebar cannot “read” an open PDF or webpage, you may need to change your settings

Follow these steps to enable Copilot to “read” the open PDF or webpage

- 1 First, select the gear icon at the bottom right of the Edge sidebar



- 2 Select “Copilot” within the list of apps



- 3 Enable the “Allow access to any webpage or PDF” setting switch (see below)

